

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**COUNCIL CHAMBERS**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

September 7, 2004  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Lester Heitke. Members present on a roll call were Mayor Heitke, Council Members Doug Reese, Ron Christianson, Bruce DeBlieck, Rick Fagerlie, Jim Dokken, and George Berg; Present 7, Absent 2 – Denis Anderson and Nancy Houlahan was excused from the meeting.

Also present were City Attorney Richard Ronning, Police Chief Jim Kulset, Fire Chief Marv Calvin, Public Works Director Mel Odens, Finance Director Steven Okins, Planning and Development Services Director Bruce Peterson, Community Education and Recreation Director Steve Brisendine, and City Clerk Kevin Halliday.

Proposed additions to the agenda included a Baker Diamond change order and an Airport public hearing resolution.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of August 16; Municipal Utilities Commission Minutes of August 30; Rice Hospital Board Minutes of September 1; Planning Commission Minutes of August 25; Building Inspection Report for July; and Senior Citizens Board Minutes of August 4, 2004. Council Member Reese seconded the motion, which carried.

At 7:02 p.m. Mayor Heitke opened a hearing on an Ordinance Extending the Corporate Limits of the City of Willmar. Planning and Development Services Director Peterson presented details of a petition filed by Donald and Mavis Larson to annex two lots in the Sheridan Heights plat for the purpose of developing a church. The Planning Commission has considered the matter and recommends approval of the annexation. There being no one present to speak for or against the proposed Ordinance, Mayor Heitke closed the hearing at 7:03 p.m.

Council Member Christianson offered a motion to adopt, assign a number, and order final publication of the Ordinance Extending the Corporate Limits of the City of Willmar. Council Member DeBlieck seconded the motion, which carried on a roll call vote of Ayes 6, Noes 0.

At 7:03 p.m. Mayor Heitke opened a hearing on special assessments for unpaid weed/grass mowing. City Clerk Halliday presented to the Mayor and Council a list of individuals who have unpaid weed or grass charges and was recommending these charges be certified against the real property. Sara and V. John Carlson appeared before the Mayor and Council for the property located at 621 Southwest 3<sup>rd</sup> Street. They testified that the previous owner was noncompliant and the mowing bill was not paid at the time of closing. Council Member Reese offered a motion to delete the \$95.00 mowing charge to the property address of 621 Southwest 3<sup>rd</sup> Street. Council Member Christianson seconded the motion, which carried. Upon hearing all those who wished to be heard, Mayor Heitke closed the hearing at 7:15 p.m.

Resolution No. 1 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

**RESOLUTION NO. 1**

WHEREAS, Section 9-41 of the Willmar City Code states that such unpaid weed or grass mowing bills represent a lien of the real property receiving mowing services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$1139.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2005 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

1. Parcel No. 95-220-1910 \$309.00  
Located at 402 Ann Street SE; and  
Described as Ferring's Addition to the City of Willmar, Block 013, E 100ft of Lots 1 & 2
2. Parcel No. 95-280-0090 \$160.00  
Located at 825 5<sup>th</sup> Street SW; and  
Described as Hanson's Addition to Willmar, Block 001, Lot 8 Exc E 55ft S ½ of Lot 9 Exc E 55ft
3. Parcel No. 95-410-0310 \$80.00  
Located at 701 2<sup>nd</sup> Street SE; and  
Described as Johnson's Subdivision in Willmar, Block 002, Lot 1
4. Parcel No. 95-220-0310 \$100.00  
Located at 702 Litchfield Avenue SE; and  
Described as Ferring's Addition to the City of Willmar, Block 003, Lots 1 & 2 & N'ly ½ of Vacated Alley Adj S'ly Lot Line of Lots 1 & 2 Exc R-O-W.
5. Parcel No. 95-009-0690 \$180.00  
Located at 1200 Gorton Avenue NW; and  
Described as Second Addition to Willmar, Block 129, E1/2 of Lots 5 & 6
6. Parcel No. 95-006-3380 \$180.00  
Located at 727 8<sup>th</sup> Street SW; and  
Described as First Addition to the Town of Willmar, Block 080, Lot 8

Dated this 7<sup>th</sup> day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

At 7:16 p.m. Mayor Heitke opened a hearing on special assessments for unpaid snow/ice removal. City Clerk Halliday presented to the Mayor and Council a list of individuals who have

unpaid snow and ice removal charges and was recommending these charges be certified against the real property. There being no one present to speak for or against the proposed special assessments, Mayor Heitke closed the hearing at 7:17 p.m.

Resolution No. 2 was introduced by Council Member Reese, seconded by Council Member Fagerlie, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

### RESOLUTION NO. 2

WHEREAS, Section 13-70 of the Willmar City Code states that such unpaid snow or ice removal bills represent a lien of the real property receiving snow / ice removal services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid snow / ice removal charges totaling \$140.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2005 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid snow or ice removal charges be certified against the real property as follows:

1. Parcel No. 95-220-1910 \$110.00  
Located at 402 Ann Street SE; and  
Described as Ferring's Addition to the City of Willmar, Block 013, E 100ft of Lots 1 & 2
2. Parcel No. 95-220-1940 \$30.00  
Located at 412 Ann Street SE; and  
Described as Ferring's Addition to the City of Willmar, Block 013, S 35ft of Lot 4 & N1/2 of Lot 5

Dated this 7<sup>th</sup> day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Mayor Heitke recognized Harvey and Vicky Beckerman, representing Beckerman Foods, who appeared before the Mayor and Council to voice concerns over their catering contract which was recently lost in a bidding process to Rice Memorial Hospital. They questioned the process of a municipal hospital competing in the private sector catering business and displacing small businesses in the community. Mayor Heitke requested that staff ask Jennie-O, Airmark and Rice Memorial Hospital staff to discuss this matter at a Community Development or Finance Committee meeting. Roger Barns, one of the displaced employees of Beckerman Foods, also appeared before the Mayor and Council to seek review of the process of this competitive bid to cater food in the community.

The Public Works/Safety Committee Report for August 24, 2004, was presented to the Mayor and Council by Council Member Reese. There were eight items for Council consideration.

Item No. 1 The Committee discussed the Airport project. Regulations of the Internal Revenue Service require the City to make a declaration of intent to reimburse itself prior to incurring any costs. Adoption of the Intent to Reimburse Resolution assures the City that it will be able to recover any project costs incurred prior to the sale of bonds to finance the overall project. The Committee was recommending the Council adopt the Resolution of Intent to Reimburse.

Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

### RESOLUTION NO. 3

#### RESOLUTION ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

(For Resolution in its entirety, see City Council proceedings  
file located in the City Clerk's Office)

Staff recommended amending the current Airport budget to place the project costs and revenues in line with the current funding needed for completion. Following discussion, the Committee was recommending the Council amend the budget to include the funds from the General Obligation Revenue Bond. Resolution No. 4 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

### RESOLUTION NO. 4

#### REVISED PRELIMINARY BUDGET AIRPORT IMPROVEMENT PROJECT (Cumulative including 2005 estimate) Estimated Total Cost \$20,226,609.00

<b>SUPPLIES:</b>		<b>RECEIVABLES:</b>	
Office Supplies	\$1,245.00	Federal	\$12,466,920.00
Small Tools	56.00	State	3,740,584.00
Postage	62.00	Industrial Dev.	1,919,105.00
Subsistence of Persons	64.00	City	<u>2,100,000.00</u>
General Supplies	<u>358.00</u>	Total:	\$20,226,609.00
Total:	\$1,785.00		
<b>OTHER SERVICES:</b>		<b>FINANCING:</b>	
Printing & Publishing	\$ 956.00	Federal	\$12,466,920.00
Travel-Conf-Schools	1,271.00	State	3,740,584.00
Mtce. of Equipment	992,294.00	City	<u>4,019,105.00</u>
Mtce. of Structures	3,132,032.00	Total:	\$20,226,609.00
Mtce. of Other Improve.	8,729,694.00		
Cleaning & Waste Removal	807.00		
Other Services	<u>561,427.00</u>		
Total	\$13,418,481.00		

OTHER CHARGES:

Rents	\$ 1,690.00
Professional Services	3,013,014.00
Advertising	4,739.00
Other Charges	<u>530,299.00</u>
Total:	\$ 3,549,742.00

LAND:

Land	<u>\$ 3,256,601.00</u>
Total:	\$ 3,256,601.00

GRAND TOTAL: \$20,226,609.00

Dated this 7<sup>th</sup> day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Resolution No. 5 was introduced by Council Reese, seconded by Council Member Fagerlie, read by Mayor Heitke, and approved on a roll vote of Ayes 6, Noes 0.\

RESOLUTION NO. 5

RESOLUTION CALLING FOR PUBLIC HEARING ON AN ORDINANCE AUTHORIZING  
THE ISSUANCE OF \$2,100,000 GENERAL OBLIGATION AIRPORT REVENUE  
BONDS, SERIES 2004C AND THE LEVYING TAXES FOR THE PAYMENT THEREOF

(For Resolution in its entirety, see City Council proceedings  
file located in the City Clerk's Office)

The Committee reviewed a grant agreement from the State of Minnesota for financial assistance in funding the Phase III Grading, Paving, and Electrical project at the Airport. The grant, which is essentially a pass through from the FAA, in the amount of \$4,458,337.00 with proportionate shares of the project as Federal, \$3,647,867.00; State, \$401,820.00 and Municipal, \$408,650.00.

The Committee was recommending the Council accept the grant agreement and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 6 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 6

AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT PROJECT

IT IS RESOLVED by the City of Willmar as follows:

1. That the State of Minnesota Agreement No. 87004, "Grant Agreement for Airport Improvement," for State Project No. 3401-53 at the Willmar Municipal Airport is accepted.
2. That the Mayor and City Administrator are authorized to execute this Agreement and any amendments on behalf of the City of Willmar.

Dated this 7<sup>th</sup> day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 2 Marv Gieseke, representing the Foot Lake Association, was present to discuss with the Committee the Association's request to the Department of Natural Resources (DNR) for improved access to the lake. The DNR contacted City staff and an agreement has been prepared detailing participation. The Committee discussed the location of the proposed access, which is at the triangular shaped entrance to the fairground. They also discussed the size of the parking area and the City's share of the cost, labor, and future maintenance. The Fair Board has been contacted and does support the project. Mention was made to the stipulation of no parking in the island area during the times of the County Fair.

The Committee was recommending the Council approve the site and enter into an agreement with the stipulation the parking lot be closed during the County Fair. Resolution No. 7 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO.7

Whereas the City of Willmar desires to enter into an agreement with the State of Minnesota, Department of Natural Resources to provide the City of Willmar with concrete plank to be used to improve the boat access to Foot Lake; and

Whereas an agreement has been prepared for said services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 7<sup>th</sup> day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 Staff presented bids received for Project 0407, 2004 Street Lighting Improvements. Project areas include Lakewood 6<sup>th</sup> and 7<sup>th</sup> Additions, Richland Avenue, 16<sup>th</sup> Street SW, and Trentwood Estates. Two bids were received, both of which were above the engineer's estimate. Staff felt this was due to the increased cost of materials and the timeframe for completion

of the project. The low bidder is Willmar Municipal Utilities.

Following discussion, the Committee was recommending the Council accept the bid of Willmar Municipal Utilities in the amount of \$46,644.40 and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 8 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO. 8

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Willmar Municipal Utilities. of Willmar, Minnesota for Project No. 0407 is accepted, and be it further resolved that the Mayor and City Clerk of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$46,644.40.

Dated this 7th day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 The Committee reviewed the bid tabulation for Project No. 0411, Phase III of the grading, paving and electrical portion of the new Airport. The bids were held until the FAA grant was awarded to the City. Two bids were received, both under the engineer's estimate of \$4.016 million. Staff recommended awarding the bid to the low bidder, Duininck Bros. Inc. of Prinsburg, Minnesota.

The Committee was recommending the Council accept the bid of Duininck Bros. Inc. in the amount of \$3,192,271.70 and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 9 was introduced by Council Member Reese, seconded by Council Member Dokken, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck Bros. Inc. of Prinsburg, Minnesota for Project No. 0411 is accepted, and be it further resolved that the Mayor and City Clerk of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$3,192,271.70.

Dated this 7th day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 Staff presented to the Committee a scope-of-services contract from HNTB for

Phase 6b of the Willmar Airport Project No. 0411 – Phase III Grading, Paving and Electrical. This phase will result in final construction for the remaining grading/paving of the Airport site, installation of airfield electrical systems, construction of the parking lot, and other miscellaneous items. The amendment to the March 2000 contract will not exceed \$417,800.

The Committee was recommending the Council approve the contract amendment as presented and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 10 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO. 10

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into a contract amendment to supplement the agreement between the City of Willmar and HNTB Corporation. The supplement includes the addition of Phase 6-B for construction inspection services of the 2004 grading, paving, and electrical improvements of the airport project.

BE IT FURTHER RESOLVED, the original contract amount of \$235,722.00, including the other amendments, is hereby amended by \$417,800 for a total not to exceed figure of \$2,465,375.00.

Dated this 7th day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 6 The Committee briefly discussed the Wastewater Treatment Plant relocation issue. City Administrator Schmit recently presented the options to the members of the Chamber of Commerce and several neighborhood groups. It appears to be the consensus of those individuals and businesses attending the informational meetings that the dual plant concept be abandoned.

The Committee was recommending the Council proceed with the single plant construction at the new site on or before 2010. Council Member Reese moved to approve the recommendation of the Public Works/Safety Committee with Council Member Dokken seconding the motion which carried on a roll call vote of Ayes 6, Noes 0.

Item No. 7 Staff presented to the Committee plans for Phase III – the Concession Stand/Patio for the new baseball stadium at Baker Field. The plans consist of a concession area and restrooms for the 1,000 seating capacity of the stadium. The area above the complex is planned to be a plaza type setting for viewing. Construction contracts will not be awarded until financing through the Baseball Boosters group is in place.

The Committee was recommending the Council approve the plans and specifications and authorize advertisement for bids to be opened October 12, 2004. Rick Maursetter appeared before the Mayor and Council to discuss the marginal soils under the stadium and that the subgrade concerns now require a change order and that the bids for the concession area and restrooms be

put on hold pending additional financing by the Baseball Boosters.

Following further discussion regarding soil correction costs, Resolution 11 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO. 11

WHEREAS, a contract has been awarded to Dant Clayton Corporation of Louisville, Kentucky, on April 14, 2004 in the amount of \$334,912.00 for construction of the seating portion of the new Baker Field Taunton Stadium under the direction of Waters Edge Architectural Group as architect; and

WHEREAS, it is desired to add additional work to the above contract for excavation for revised footings, founding piers, and backfilling.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that:

1. Additional work is herewith authorized to be added to the above contract in the amount of \$40,595.00 and identified as Change Order No. 1.
2. Funding for the additional work is from the project budget.

Dated this 7th day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Resolution 12 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO. 12

WHEREAS, a contract has been awarded to Willmar Electric Service, Inc. of Willmar, Minnesota, on April 14, 2004 in the amount of \$7,506.00.00 for construction Electrical Improvements at the new Baker Field Taunton Stadium under the direction of Waters Edge Architectural Group as architect; and

WHEREAS, it is desired to add additional work to the above contract for installation of a new service and intercept existing lighting conduits..

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that:

1. Additional work is herewith authorized to be added to the above contract in the amount of \$10,147.22 and identified as Change Order No. 1.
2. Funding for the additional work is from the project budget.

Dated this 7th day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

The Committee briefly discussed waiving of the permit fees for the concession stand project and was recommending the Council to waive the City's permit fees for the project so that only the state surcharge shall apply. This matter was dropped due to the bid letting being put on hold.

Item No. 8 The Committee discussed the Wastewater Treatment Plant painting project and considered a request from Staff that \$20,000 be re-appropriated to allow for the sandblasting and painting of two final clarifiers at the Plants. Quotes were received by staff with the low quote being that of TMI Coatings, Inc. of St. Paul.

The Committee was recommending the Council approve staff's request and re-appropriate \$20,000 into the 2004 Budget. Resolution No. 13 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO. 13

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the Wastewater Treatment Budgets.

Increase:	2004 Collection Maintenance	\$20,000
Decrease:	Capital Improvement Reserve	\$20,000

Dated this 7<sup>th</sup> day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

The Public Works/Safety Committee Report of August 24, 2004, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Reese, seconded by Council Member Christianson, and carried.

The Labor Relations Committee Report for August 25, 2004, was presented to the Mayor and Council by Council Member Reese. There were four items for Council consideration.

Item No. 1 Staff presented to the Committee a number of Fire Department issues involving policy and procedural changes. Chief Calvin initiated the discussion by reviewing proposed changes to the Department's attendance policy. The revised policy requires that a firefighter maintain a 45 percent or better response to fire calls for the calendar year after subtracting the allotted five grace days; and that firefighters must also attend 70 percent of all classes and meetings required for the calendar year. After reviewing other minor policy changes, comparison to previous standards, and consequences for not meeting the new standards, the Committee was recommending the Council approve of the Attendance Policy as presented. Council Member Reese moved to approve the recommendation of the Labor Relations Committee

with Council Member Berg seconding the motion, which carried.

Secondly, the Committee reviewed new guidelines for entry level strength and agility testing. Chief Calvin reviewed the standards noting that they apply to all new firefighters and any firefighter returning from a medical leave of absence for a heart or lung related illness, joint injury, or long bone fracture. The Committee was recommending the Council approve the revised standards as presented. Council Member Reese moved to approve of the recommendation of the Labor Relations Committee with Council Member Christianson seconding the motion, which carried.

Chief Calvin then presented for Committee consideration a revised job description for the position of paid on-call firefighter. The description has been revised to better and more clearly define essential job tasks and conform to descriptions of other city job classifications. The Committee was recommending the Council approve of the revised job description as presented. Council Member Reese moved to approve the recommendation of the Labor Relations Committee with Council Member Berg seconding the motion, which carried.

Item No. 2 Staff recommended to the Committee that the hours of the Cable Access Technician be increased from 20 to 32 hours per week. It was noted the position had been previously downsized from a full 40 hour week, but the recommended increase in new additional hours in needed to address new scheduling and programming demands and will offset significant increased costs for part-time employees. The Committee was recommending the Council approve of the increased hours for the Cable Access Technician. Council Member Reese moved to approve the recommendation of the Labor Relations Committee with Council Member DeBlieck seconding the motion, which carried.

Item No. 3 The Committee discussed the idea of creating a position of Public Information Director. The concept has been forwarded to the City from Willmar Public Schools and presented as a partnership between the two governing bodies. A similar arrangement exists between the City of Mankato and the Mankato Public Schools, and the Mankato Public Information Director had made a presentation to the City Council earlier this year. City Administrator Schmit advised the Committee that although the Mayor supports the concept of partnering with the School, he was not including the position in his 2005 budget proposal due to a shortage of funding and consideration for other budget priorities. Following discussion, it was the consensus of the Committee to receive this matter for information and perhaps discuss further during the budget process. This matter was for information only.

Item No. 4 Staff presented to the Committee a proposed employee early retirement option providing for the payment toward individual coverage/premiums. The program would be open to fulltime employees with 20 or more years of continuous employment with the City of Willmar, and who are eligible to collect a pension from PERA. Date of retirement would have to be on or before December 31, 2005, and the retiree would be offered one year of paid health insurance for every three years of service, not to exceed \$350.00 per month, until age 65. The Committee was recommending to the Council that the early retirement program be provided to employees as presented. Council Member Reese moved to approve the recommendation of the Labor Relations Committee with Council Member DeBlieck seconding the motion, which carried.

The Labor Relations Committee Report for August 25, 2004, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Reese, seconded by Council Member Fagerlie, and carried.

The Community Development Committee Report for September 2, 2004, was presented to

the Mayor and Council by Council Member DeBlieck. There were two items for Council consideration.

Item No. 1 Staff presented to the Committee final plans and specifications for the construction of the terminal and FBO buildings at the new Airport. The plans incorporate suggestions offered previously by the Airport Commission and the City Council. The footprint of the terminal building is 6,862 square feet and the FBO building footprint is 10,225 square feet. The architect's estimate of cost is \$1,000,000.00 for the terminal and \$600,000.00 for the FBO building. Both buildings are fully sprinklered.

The Committee was recommending the Council adopt a Resolution approving the plans and specifications for the buildings and to call for bids to be opened at 1:00 p.m. on October 27, 2004. Resolution No. 14 was introduced by Council Member DeBlieck, seconded by Council Member Dokken, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO. 14

WHEREAS, the Airport Manager of the City of Willmar has presented to the City Council plans and specifications for the construction of the terminal and FBO buildings at the new airport;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, that: Final plans and specifications are hereby approved, and publication of advertisement for bids is herewith authorized. Bids will be publicly opened and read at 1:00 p.m. on the 27<sup>th</sup> day of October, 2004, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 7<sup>th</sup> day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 2 Staff presented to the Committee plans and specifications for the fuel system at the new Airport. The system includes a 12,000 gallon above-ground tank for AvGas and a 12,000 gallon tank for Jet A fuel. A pipe system will be used to dispense the AvGas from a credit card dispenser on the FBO side of the ramp. Jet A fuel will be dispensed from a truck, which is not part of this project and will be purchased later. The consultant's estimate of cost is \$250,000.00 for the fuel system.

The Committee was recommending the Council adopt a Resolution approving the plans and specifications for the fuel system and to call for bids to be opened on October 13, 2004 at 1:30 p.m. Resolution No. 15 was introduced by Council Member DeBlieck, seconded by Council Member Dokken, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO. 15

WHEREAS, the Airport Manager of the City of Willmar has presented to the City Council plans and specifications for the construction of the fuel system at the new airport;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, that: Final plans and specifications are hereby approved, and publication of advertisement for bids is herewith authorized. Bids will be publicly opened and read at 1:30 p.m. on the 13<sup>th</sup> day of October, 2004, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 7<sup>th</sup> day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 The Committee discussed a number of commercial/industrial and residential projects currently underway in the City of Willmar. Staff updated the Committee on the status of some projects planned for the future. This matter was for information only.

The Community Development Committee Report for September 2, 2004, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member DeBleck, seconded by Council Member Fagerlie, and carried.

The Mayor and Council considered a request from the Housing and Redevelopment Authority for consideration of a Lead Hazard Control Grant Program application. The funds would be available through the Department of Employment and Economic Development and used first in conjunction with the City/HRA open Small Cities Development Program for the Northside Rehabilitation Target Area. Following discussion, Resolution No. 16 was introduced by Council Member Reese, seconded by Council Member DeBleck, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO. 16

##### LEAD HAZARD CONTROL GRANT

(For Resolution in its entirety, see City Council proceedings file dated September 7, 2004, located in the City Clerk's Office)

Finance Director Okins informed the Mayor and Council that, pursuant to the Department of Revenue guidelines, the City must schedule its Truth In Taxation hearings. Following a discussion of the County and School District hearing dates, Council Member DeBleck moved to schedule the initial hearing for December 6, and a continuation hearing for December 13, 2004. Council Member Fagerlie seconded the motion, which carried.

Finance Director Okins informed the Mayor and Council that, pursuant to State Statutes, it is necessary for the Council to set the preliminary levy for the current year collectable in 2005. Following discussion, Resolution No. 17, was introduced by Council Member Christianson, seconded by Council Member Fagerlie, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 0.

#### RESOLUTION NO. 17

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota,

that the following sums of money be levied preliminary for the current year collectable in 2005, upon the taxable property in said City of Willmar for the following purposes:

General Fund	<u>\$2,295,342.00</u>
Total:	\$2,295,342.00

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City, together with the above Debt Service Fund Tax Levy, to pay principal and interest in 2005 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

FURTHER, pursuant to a request by the Housing and Redevelopment Authority in and for the City of Willmar, for authorization to levy a special tax to be included as part of its fiscal year 2005 - 2006 Budget;

BE IT RESOLVED that the City Council of the City of Willmar, Minnesota, hereby authorizes the Housing and Redevelopment Authority to levy a special tax in the amount of \$106,154.00 pursuant to the powers vested under the Minnesota Statutes.

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 7<sup>th</sup> day of September, 2004.

/s/ Lester Heitke  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Planning and Development Services Director Peterson presented to the Mayor and Council a preliminary plat for the Third Addition to Boulder Point, a simple subdivision of the Glen Shannon property on Southeast Lakeland Drive. Following discussion, Council Member Reese moved to approve the preliminary plat for the Third Addition to Boulder Point on the condition that existing “ag-deferred” assessment be paid or reapportioned prior to filing the final plat. Council Member Christianson seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Finance, September 13; and Public Works/Safety, September 14, 2004. It was noted that the Ward One COPPS meeting will be held on September 21, 2004.

Council Member Berg asked to be excused from the September 20, 2004, Council meeting.

There being no further business to come before the Council, the meeting adjourned at 9:11 p.m. upon motion by Council Member Christianson, seconded by Council Member Fagerlie, and carried.

Attest:

MAYOR

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SECRETARY TO THE COUNCIL